



**ARAPAHOE COUNTY LEGAL ADVOCATE
JOB DESCRIPTION**

SUMMARY:

The duties of the Arapahoe County Legal Advocate are to provide advocacy, support and other services to individuals who have experienced domestic violence, sexual assault or stalking and are seeking protection through the court system in the 18th Judicial District. This position provides services in the Project Safeguard office at the Arapahoe County Justice Center in Centennial, CO. The Legal Advocate coordinates services with civil/criminal justice systems, domestic violence shelters, mental health, human services, children's programs and other area agencies.

RESPONSIBILITIES:

- Provide intervention, assistance, safety planning and referrals to domestic violence victims through phone and in-person contacts
- Facilitate daily protection order clinics/assistance
- Facilitate Tuesday evening Divorce/Custody clinics in rotation with other Legal Advocates
- Accompany clients to temporary and permanent protection order hearings and other court proceedings as appropriate
- Network, interface, and advocate with other systems, treatment, and service provider agencies on behalf of Project Safeguard and its clients
- Establish/maintain a positive working relationship with judicial officers and clerks in the protection order courtrooms
- Maintain a close working relationship with other Project Safeguard staff for support
- Attend all required Project Safeguard staff meetings and trainings
- Attend community meetings as appropriate and/or assigned
- Provide technical assistance and training to agencies on Project Safeguard services and/or domestic violence
- Attend, facilitate and/or establish meetings to problem solve, network and assist in the assessment and development of domestic violence policies and procedures
- Maintain a positive working relationship with advocates from both community and system-based agencies
- Maintain accurate and current client and programmatic records, data, and statistics as required
- Other duties as assigned by supervisor

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong working knowledge of domestic and sexual violence, including demonstrated skills in individual advocacy
- Commitment to understanding domestic and sexual violence in the context of societal oppressions
- Commitment to providing trauma-informed, victim-centered, services.

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- Curiosity and Interest in social justice and working to help legal systems work better for survivors
- Excellent written and oral communication skills, including active listening skills
- Problem-solving ability and a willingness to help survivors find creative solutions
- Ability to function independently and as a team member
- Must exhibit a positive collaborative attitude.
- Fluency in a language other than English strongly preferable.
- Proficiency in Microsoft Office products and general computer literacy strongly preferred

Project Safeguard values diverse life experience and is an Equal Opportunity Employer. Survivors of intimate partner violence, people of color, people with disabilities, and/or people who identify as LGBTQI are encouraged to apply.

This is a full-time, non-exempt position. Starting salary is \$16.15/hour (\$17.15/hour if bilingual). Benefits include health, dental, vision, disability and life insurance, and employer-matched retirement plan.

TO APPLY: Please email cover letter, 3 business references and resume to nancy.olson@PSGHelps.org. Position open until filled. No phone calls, please.

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